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1 June 1954

MEMORANDUM FOR:

Chairman, \_\_\_\_\_ Career Service Board

FROM:

Executive Secretary, CIA Career Service Board

SUBJECT:

Monthly Report

REFERENCE:

Memorandum, "Report of Career Service Activities," dated 23 October 1952 from Executive Secretary, CIA Career Service Board to Chairmen of Office Career Service Boards

1. The monthly statistical report of the Office of Training, which is now available to the members of the CIA Career Service Board, gives over-all statistics concerning type, workloads, frequencies of training and volume for the several components of the Agency. It is, therefore, no longer necessary for the Office Career Service Boards to include in their monthly reports to the CIA Career Service Board lists of persons who are in training status. That part of paragraph 2 of Reference which refers to the reporting of lists of trainees is accordingly rescinded.

2. Some Boards have also been reporting statistics concerning various types of personnel actions, such as promotions approved or disapproved, reassignments, etc. In some cases, name lists have been included. This type of reporting is not necessary. More important is a narrative account of problems or policies with which the Board has been concerned.

3. It should be noted, of course, that if it is more convenient or if you prefer, you may send copies of minutes of your meetings and a monthly report need not be made.

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Executive Secretary

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